

17 SEP 1981

MEMORANDUM FOR: [ ] DCI Area Representative  
Building Planning Committee

FROM: [ ]  
Chairman, Building Planning Committee

SUBJECT: Conference Room Utilization Study

1. According to current records, your directorate is responsible for scheduling the conference rooms listed in attachment 1.

2. Your assistance is requested in having the special log sheet (attachment 2) completed during the period 1 October - 31 October. The completed forms should be returned to OL/BPS, 4E50 Hqs. by 5 November. Questions may be directed to [ ]

3. The information is required to assist in space allocation and interior design so that new building designs adequately provide for conferencing needs. The Staff will develop the recommended quantities, sizes, and design features for conference rooms. Additionally, the Staff will recommend increased office areas for managers in those instances where incorporating small conferencing capability in the office would increase efficiency.

4. If there are additional amplifying remarks you believe are pertinent to this study, please attach your comments with the completed logs.

Attachments:

1. Conference Rooms Listed
2. Log Sheet w/Explanation

Distribution:

- Orig - Adse, w/atts
- 1 - OL/BPS Subject, w/atts
  - 1 - OL/BPS Chrono, w/o atts
  - 1 - OL Reader, w/att 1

OL/BPS/ [ ]

(17 Sep 81)

OL 1 3884

Downgrade to UNCLASSIFIED When  
Separated from Attachments

SECRET

ATTACHMENT 1

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DCI AREA CONFERENCE ROOMS

<u>Location</u>	<u>Component</u>
6E13 Hqs	OIG
4E05 Hqs	COMPT
5E62 Hqs	OP
1007 Ames	OP
G02 Ames	OP

25X1

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Conference Room Utilization Study

FROM

DDO Building Planning Committee  
member  
4E50 Hqs

EXTENSION

NO.

DATE

18 SEP 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

2.

3.

OL/BPS

4E50 Hqs

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Attached is a form to be used in conducting a survey of the use of the conference room(s) in your area.

Please have the person responsible for scheduling the use of conference room to fill in the form as appropriate and return to the Building Planning Staff no later than 5 November.

Att

FORM  
1-79

610

USE PREVIOUS  
EDITIONS

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CONFIDENTIAL

**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

Conference Room Utilization Study

FROM

DDO Building Planning Committee  
member  
4E50 Hqs

NO.

DATE 21 SEP 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

2.

3.

4.

5.

6. OL/BPS  
4E50 HQS

7.

8.

9.

10.

11.

12.

13.

14.

15.

In sending you the log sheet for collecting data on the subject study, we failed to state that we would like the data collected for the month of October.